

Application for Certificate of Appropriateness

Historic Architectural Review Board

Borough of Gettysburg

Any proposed alteration to the exterior of a building located within the limits of the Historic District, as defined by the Gettysburg Historic District Ordinance, requires that this application be submitted and approved prior to receiving a Building or Sign Permit. The Historical Architectural Review Board meets monthly on the **3rd Wednesday at 7:00 p.m.** in the Borough Council Chambers, 59 E. High Street. The **deadline is 14 days before the monthly HARB meeting** (1st Wednesday). Nine (9) sets of all materials including photographs must be submitted.

The owner or an agent for the owner must be present at the meeting of the Historical Architectural Review Board at the time this application is reviewed. Failure to be represented will result in the application being denied.

1. Project Information

Property Address	Zoning District
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2. Applicant Information

Owner	Mailing Address	Zip	Phone	Email
Contractor	Mailing Address	Zip	Phone	Email
Architect or Engineer	Mailing Address	Zip	Phone	Email

3. Type of Work (Check all that apply)

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Lighting | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Chemical Cleaning | <input type="checkbox"/> Masonry Brick | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Cornice | <input type="checkbox"/> Porch | <input type="checkbox"/> Store Façade |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Roof | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Gutters/Spouting | <input type="checkbox"/> Sandblasting | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Other _____ | | |

4. Project Documents Submitted (Check all that apply)

- ☐ Photographs of property and/or neighboring properties— Nine (9) sets
- ☐ Drawings and/or architectural renderings— Nine (9) copies
- ☐ Materials samples
- ☐ Sign rendering in color, with sample lettering—(9) Nine copies
- ☐ Other _____

Property Address: _____

5. Provide a detailed description of proposed work including materials. Provide spec sheets and drawings of windows, siding, trim, etc. Provide samples of siding and other materials. (Use additional sheets, if needed).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

6. Certification

I hereby certify that the information contained herein is complete and accurate and that the work is authorized by the owner of record of the named property. Furthermore I agree to attend the next regularly scheduled meeting of the Historic Architectural Review Board to present this application. I understand that failure to attend the meeting will result in the application being denied. The applicant may, however, resubmit the application at a later date.

Signature of Applicant		Date
Printed Name of Applicant	Phone #	Email Address

This application will not be processed until all required information is submitted

Property Address_____

I. Action of Review Board

☐ Approval

Date: _____

☐ Disapproval

Vote: _____ for _____ Against

☐ Planning Administrative Approval

Date: _____

☐ Referral to Planning Commission Require

Date of Planning Commission Review_____

II. Action of Borough Council

I hereby certify that a Certificate of Appropriateness was Granted ☐ Denied ☐ by the Gettysburg Borough Council on the _____ day of _____, _____.

Date

Historic District Administrator

III. Record of Events

Review Board

Date

A. Received by Planning Department....._____

B. Disapproval:

☐ Indication to applicant of action and recommendation... _____

☐ Recommend Disapproval to Borough Council....._____

C. Approval:

☐ Recommend Approval to Borough Council....._____

Borough Council

A. Received Recommendation From HARB _____

B. Disapproval: Letter to Applicant _____

C. Approval: Certificate of Appropriateness _____

Planning Department

Permit Issued Date:_____

Issued by:_____

Historic District Building Permit # _____

Building Permit # _____ Sign Permit # _____